

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### RECORDS/IMAGING CLERK

Civil Service Status:	Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by City Council:	04-05-10
Classification Series:	City Clerk	Resolution No.:	2010-16
FLSA Status:	Non-Exempt		

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under general supervision of the City Clerk, this position performs a variety of moderate to highly complex responsible and confidential duties involved in the administration and maintenance of the City-wide records management and document imaging program. Maintains the City's website and electronic reader board. Assists the public by answering inquiries; performs other related work as required.

#### **EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Receives and reviews a variety of documents and records to determine the proper media to use for maintaining, indexing, archiving, and destruction of records for research or security storage;
- Determine appropriate categories of action to be initiated based upon the content of the documents and applicable law and regulations;
- Process and retrieve documents thorough imaging software;
- Maintain and ensure schedules and deadlines are met;
- Creates and maintains computer database for records, inputs records inventory in database to ensure accuracy and compliance with retention and disposal guidelines;
- Copy, import, and verify documents from electronic or other media into the imaging software as necessary;
- Assess current records management protocol and prepares and implements recommendations regarding the storage of original permanent documents, space management, disposition, and retention time lines of all records;
- Maintain logs, files and statistical information pertaining to City-wide documents;
- Ensures that only authorized personnel have access to inactive or confidential records;
- Data conversion of City records in accordance with well established practices and procedures;
- Keeps and maintains transaction logs for records management program;
- Coordinates projects to image City records; prepares documents for scanning index documents, burns CDs and duplicated CDs for off-site storage;
- Assist City Clerk in all phases of conducting Municipal elections;
- Maintains the City website and coordinates with other departments on the website calendar of events;
- Maintains the electronic reader board located in front of City Hall;
- Assist the public City Officials, City staff and others in researching or obtaining answers to questions regarding City business at the counter, by telephone, and/or letter;

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- Prepares routine statements and reports;
- Respond to employee and public inquiries and complaints; resolve problems or provide required information;
- Assist in the departmental procedures and training of staff regarding the records management program and software;
- Operates a variety of standard office equipment and machines which may include some or all of the following; personal computer and related software, calculators, photo copy machine; shredders, fax machine, scanner, etc.;
- Refers questions to appropriate authorities and resolves basic problems affecting the department;
- Assists City Clerk in special projects, such as gathering and tabulating complex data for reports and/or projects;
- Assists in the preparation of the department budget;
- Performs other related duties as assigned or as the situation requires.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Applicable Federal, State and local laws and ordinances related to document retention and disposition;
- Principles, practices, modern methods, and techniques of records management systems, technology and related policies and procedures;
- Legal aspects of records retention and disposal;
- Advanced record keeping procedures;
- Basic practices in file research and document organization in a computer application;
- Correct grammatical usage, punctuation, spelling and vocabulary.

**Skills:**

- Maintaining accurate records;
- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software applications;
- Operate office equipment as typewriter, calculator, facsimile, photocopy machines, etc.;
- Type at least 40 words per minute accurately.

**Ability to:**

- Understand various documents to be processed and analyzed;
- Independently image a large volume of documents with a high degree of accuracy;

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- Work independently under minimal supervision;
- Prepare reports and maintain accurate records;
- Maintain a cooperative working relationships;
- Communicate effectively verbally and in writing;
- Act in a decisive manner, using good judgment, common sense and reaction;
- Deal tactfully and courteously with the public;
- Read, write and comprehend directions;
- Provide good customer service to those using the City Clerk Department services;
- Work overtime as requested;
- Effectively handle stressful situations;
- Handle confidential information with discretion;
- Understand and follow oral and written instruction;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on the job training and meet or exceed the standards of performance for the classification;
- Assumes responsibility for ensuring the duties of the position that they are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as the situation requires.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination).

**Experience:**

- Two (2) years general clerical experience involving public contact and handling a variety of typing, filing and record keeping tasks.

**License or Certificate:**

- A valid California Class C Driver's License and a satisfactory driving record.

**Special Requirements:**

- Must demonstrate the ability to type at least 40 words per minute accurately.

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**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position.

**Bilingual Pay:**

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.